2700

MEMORANDUM FOR:	Records Management Officer, DCI Area
	Records Management Officer, DDA
	Records Management Officer, DDI
	Records Management Officer, DDO
	Records Management Officer, DDS&T
FROM:	
	Chief, Records System Branch
	Records Management Division, OIS/DDA
SUBJECT:	Annual Records Inventory - FY 1983
inventory your r	tional Archives and Records Service (NARS). Please ecords holdings and provide completed reports to Records RSB) by 14 October 1983.
	done last year, I am sending the inventory forms to you to components are overlooked. Also, your dissemination of these
forms will ensur	e complete coverage and allow for directorate level
_	rements. Any questions concerning the inventory should be
directed to	If
needed, addition	nal forms are available in RSB, 1236 Ames Building.
· ·	

Attachments: Inventory forms

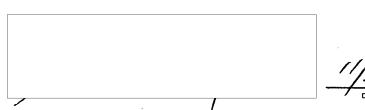
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ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.		
			FROM:	(Directorate and Office,		
•			DCI	Area		
ondence, Ca	ses, Etc.			LINEAR FEET	CUBIC FEET 4845.41	
					259.29	
Maps, Photog Movie Film, I	raphs, Charts, Etc.				309.00	
					4538.28	
Computer 7	Tapes	1		//////////////////////////////////////	0	
Audio Tap	es	426		//////////////////////////////////////	21.30	
Video Tap	es	9	0.1	//////////////////////////////////////	1.30	
Disc Pack	s	7		//////////////////////////////////////	3.50	
Word Proce Magnetic 7	essing apes	0		//////////////////////////////////////	0_	
Word Processing Magnetic Cards				10.5 ÷ 6 =	1.75	
Magnetic D	iskettes 5 ¼ ''	1///	//////////	18.5 ÷ 5 =	3.70	
Magnetic D	iskettes 8"	1///	////////	204.7 ÷ 2 =	102.35	
Paper Tape	s (on reels)	()	///// ÷ 72 = ////	0	
Reels	NUMBER (16mm) 741.72	i		// 16mm ÷ 84 = /// 35mm ÷ 54 = ///	8.83 0	
Aperture C	ards	11/1	/	0 ÷ 6 =	0	
Microfiche ////////				63.6 ÷ 6 =	10.60	
7. TOTAL VOLUME ON HAND (1 through 6)						
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR						
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE DECREASE					4663.21	
WITHIN OF	FICES DURING CURRE	ENT FISCAL	. YEAR		521.50	
	exes, Tab Co NOT include Maps, Photog Movie Film, I Library be Manuals, Computer 1 Audio Tap Video Tap Disc Pack Word Proce Magnetic T Word Proce Magnetic D Magnetic D Paper Tape Reels Aperture C Microfiche NITEMS 7 A	Manuals, Etc. Computer Tapes Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 5¼'' Magnetic Diskettes 8'' Paper Tapes (on reels) Reels NUMBER (16mm) 741.72 Aperture Cards Microfiche AND (1 through 6) REPORTED ON HAND LAST FISCO NITEMS 7 AND 8 ABOVE	exes, Tab Cards, Others. NOT include microforms. Maps, Photographs, Charts, Movie Film, Etc. Library books, Catalogs, Manuals, Etc. Computer Tapes Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 5¼" Magnetic Diskettes 8" Paper Tapes (on reels) Reels NUMBER (16mm) 741.72 Aperture Cards Microfiche NUMBER (16mm) AND (1 through 6) REPORTED ON HAND LAST FISCAL YEAR	pondence, Cases, Etc. exes, Tab Cards, Others. NOT include microforms. Maps, Photographs, Charts, Movie Film, Etc. Library books, Catalogs, Manuals, Etc. Computer Tapes Audio Tapes Video Tapes Pisc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 51/4" Magnetic Diskettes 8" Paper Tapes (on reels) Reels NUMBER (16mm) 741.72 Aperture Cards Microfiche AND (1 through 6) REPORTED ON HAND LAST FISCAL YEAR	FROM:	

FORM 12-81 3581 OBSOLETE PREVIOUS



ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.			
TO: Records System Branch OIS FROM: RM				1	(Directorate and Office) O, DCI Area		
1. OFFICE FILES: Corres	oondence, C	ases, Etc.			LINEAR FEET	CUBIC FEET 435	
		ards, Others. e microforms.			120	14	
3. ODD-SIZE MATERIAL:	Maps, Photo Movie Film,	graphs, Charts, Etc.				35	
4. REFERENCE MATERIAL	Library b	ooks, Catalogs, Etc.				35	
5. MAGNETIC RECORDS	Computer	Tapes	NU	MBER	//////////////////////////////////////		
	Audio Tap	es ,			//////////////////////////////////////		
	Video Tap	, , , , es			//////////////////////////////////////		
	Disc Pack	:s .			//////////////////////////////////////		
	Word Proc Magnetic				// /// /// ///////////////////////////		
	Word Proc Magnetic			/////////	÷ 6 =		
	Magnetic E	iskettes 5¼''	11/1	//////// ////////	÷ .5 =		
	Magnetic [Diskettes 8''	11/1	//////////////////////////////////////	÷ 2 =	5	
	Paper Tape	es (on reels)			//// ÷ 72 = ////	,	
6. MICROFORM RECORDS	Reels	NUMBER (16mm)	NUME	BER (35mm)	/ 16mm ÷ 84 = /// // 35mm ÷ 54 = ///	. /	
	Aperture C	ards	////		÷ 6 =		
Microfiche				////// /////	÷ 6 =	3	
7. TOTAL VOLUME ON HAND (1 through 6)						534	
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					504		
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE DECREASE					30		
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR						200	

This report covers:

DCI/DDCI/EXDIR/Executive Secretary/Executive Registry/Planning Staff/Exdir, AO/DCI and Special Assistants.

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FORM 12-81 3581 OBSOLETE PREVIOUS

SIGNATURE OF RECORDS OFFICER

17 Oct 83

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	l linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

1"="1	2"=.2	3"-4"=.3	5"4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING ANNUAL REPORT OF RECORDS HOLDINGS THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM. **STAT** FROM: nd Office) - DDA/OIS/RMD - . via DCI/RMO DCI/OGC LINEAR FEET 1. OFFICE FILES: Correspondence, Cases, Etc. CUBIC FEET 469 469. 2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms. 58.04 58. 3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc. 4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc. 3354 3354, 5. MAGNETIC NUMBER RECORDS Computer Tapes Audio Tapes Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards 6.0 6 = 1.0 Magnetic Diskettes 51/4" 3.0 **÷** 5 = 1.5 Magnetic Diskettes 8" 2 == Paper Tapes (on reels) 6. MICROFORM NUMBER (16mm) NUMBER (35mm) RECORDS Reels / 35mm ÷ 54 = **Aperture Cards** 6 Microfiche 27 4.5 ÷ 6 = 7. TOTAL VOLUME ON HAND (1 through 6) 3888.04 3888.04 3802 8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR 3802.0 **INCREASE** 9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE 86,04 DECREASE 10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR 48, -

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FORM 3581 OBSOLETE PREVIOUS

SIGNATURE OF RECORDS OFFICER

ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.		
T0:			<u> </u>	FROM:	(Directorate and Office)	
DCI Records Management Officer			DCI	/Office of the Insp	ector General	
1. OFFICE FILES: Corresp	oondence, C	ases, Etc.			LINEAR FEET	CUBIC FEET 153.3
		ards, Others. e microforms.				4.0
	Maps, Photo Movie Film,	graphs, Charts, Etc.				
4. REFERENCE MATERIAL	Library E Manuals,	ooks, Catalogs, Etc.				34.6
5. MAGNETIC RECORDS	Computer	Tapes	, NO	MBER	//////////////////////////////////////	
	Audio Ta _l	pes			//////////////////////////////////////	
	Video Ta _l	pes			//////////////////////////////////////	
	Disc Paci	(S			//////////////////////////////////////	
	Word Proc Magnetic	essing Tapes		·	//////////////////////////////////////	
	Word Proc Magnetic		// /// /.////	//////////////////////////////////////	· ÷ 6 =	
	Magnetic L)iskettes 5¼''	11/1	//////////////////////////////////////	÷ 5 =	
NBI.	Magnetic [Diskettes 8''	11/1	//////////////////////////////////////	97 ÷ 2 =	48.5
0	Paper Tap	es (on reels)			//// ÷ 72 = ///	
6. MICROFORM RECORDS	Reels	NUMBER (16mm)	NUME	BER (35mm)	/ 16mm ÷ 84 = // //35mm ÷ 54 = ///	
	Aperture (ards			÷ 6 =	
	Microfiche		1///		÷ 6 =	
7. TOTAL VOLUME ON HAND (1 through 6)					240.4	
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR						245.0
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE DECREASE						4.6
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					7.5	

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FORM 12-81 3581 OBSOLETE PREVIOUS

 SIGNATURE OF RECORDS OFFICER

14 Oct 83

ANNUAL REPORT OF RECORDS HOLDINGS						SIONS FURNIS	IN CUBIC FEET USING HED ON THE FRONT
TO: FROM:						rate and Office) .
DCI_RMO					NIC		
1. OFFICE FILES: Corres	pondence, Co	ises, Etc.	5		LINEAR	FEET 671	CUBIC FEET 671
		ards, Others. e microforms.					
3. ODD-SIZE MATERIAL:	Maps, Photo Movie Film,	graphs, Charts, Etc.				•	
4. REFERENCE MATERIA	L: Library b Manuals,	ooks, Catalogs, Etc.	,				` 267
5. MAGNETIC RECORDS	Computer	Tapes	NU	MBER	///////	(//////	
	Audio Tap	es		***	//////////////////////////////////////	//////////////////////////////////////	
	Video Tap	es			/////// /// ÷ 7	=//////	
	Disc Pack	5		1	//////////////////////////////////////	= / / / /	
	Word Proc Magnetic	essing Tapes !	<u> </u>		///////////////////////////////////////	//////// ! =/////	
,	Word Proc Magnetic	essing Cards -	/////	//////// //////////		÷ 6 =	· .
	Magnetic D	iskettes 5 ¼''	////	/////// //////	11_	÷ 5 =	2.2
	Magnetic D	iskettes 8''	1111	//////////////////////////////////////		÷ 2 =	, ,
	Paper Tape	s (on reels)			//////////////////////////////////////	///// =////	
6. MICROFORM RECORDS	Reels	NUMBER (16mm)	NUME	ER (35mm)	16mm ÷ 84 // 35mm ÷ 54		,
	Aperture C	ards			,	÷ 6 =	
Microfiche				<u> </u>	÷ 6 =		
7. TOTAL VOLUME ON HAND (1 through 6)						940.2	
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					905.1		
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE DECREASE					<u>35.1</u>		
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR						55	

FORM 12-81 3581 OBSOLETE PREVIOUS



10-11-83

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

•	EQUALS ONE CUBIC FOOT
Letter and legal files	l linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

]"=.]	2"=.2	3"-4"=.3	5"4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

ANNUAL REPORT OF RECORDS HOLDINGS					NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.		
T0:				FROM:	(Directorate and Office)		
					DCI/IG/Audit	1	
1. OFFICE FILES: Correspondence, Cases, Etc.						CUBIC FEET	
2. CARD-SIZE FILES:	Indexes, Tab O DO NOT includ				{		
B. ODD-SIZE MATERIA	L: Maps, Photo Movie Film,	ographs, Charts, Etc.					
4. REFERENCE MATE	RIAL: Library I Manuals,	books, Catalogs, Etc.				57	
5. MAGNETIC RECORDS	Computer	Tapes	NUI	MBER	///////////////////////////////////////		
	Audio Ta	pes			//////////////////////////////////////	,	
•	Video Tapes				//////////////////////////////////////		
Disc Packs		ks			//////////////////////////////////////		
	Word Prod Magnetic	essing Tapes			//////////////////////////////////////		
	Word Prod Magnetic			/////////	÷ 6 =		
• • •	Magnetic I	Diskettes 5¼''	1///	////////	÷ 5 ≈		
'	Magnetic	Diskettes 8''	1///	r/////////////////////////////////////	÷ 2 =		
	Paper Tap	es (on reels)			//////////////////////////////////////		
6. MICROFORM RECORDS	Reels	NUMBER (16mm)	NUMB	ER (35mm)	/ 16mm ÷ 84 = //		
	Aperture (Aperture Cards		//////	// 35mm ÷ 54 = / / /		
Microfiche					,		
7. TOTAL VOLUME ON HAND (1 through 6)					217		
		O ON HAND LAST FISC	AL YEAR			191	

FORM 12-81 3581 OBSOLETE PREVIOUS

9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE

10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR



INCREASE

DECREASE

11 Oct 83

26

2.4-1

Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

į.	EQUALS ONE CUBIC FOOT
Letter and legal files	l linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

1"=.1	2"=.2	3"-4"=.3	5"4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

ANNUAL REPORT OF RECORDS HOLDINGS			NOTE: SHOW ALL VOLUME IN CUBIC FEET US THE CONVERSIONS FURNISHED ON THE FROM AND BACK OF THIS FORM.	
T(FROM:	(Directorate and Office)	
RMO,DCI Area	1	DCI	History Staff	
1. OFFICE FILES: Corres	pondence, Cases, Etc.		LINEAR FEET	CUBIC FEET
	dexes, Tab Cards, Others.		140.0	140.
3 ODD-SIZE MATERIAL	NOT include microforms. Maps, Photographs, Charts,		190.0	48.
	Movie Film, Etc.		,	
4. REFERENCE MATERIAL	L: Library books, Catalogs, Manuals, Etc.	\ ,	21.0	21.
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	///////////////////////////////////////	2.1
	Audio Tapes	20	///////////////////////////////////////	/ · · · ·
	Video Tapes	1	///: 20 = ////	<u>/1.</u>
	Disc Packs	, 1		
	Word Processing Magnetic Tapes		/// = 2 = /////	•
	Word Processing Magnetic Cards	///////////////////////////////////////	÷ 6 =	
	Magnetic Diskettes 5 1/4 "		÷ 5 =	· · · ·
	Magnetic Diskettes 8''		1(1/-) ÷ 2 =	
	Paper Tapes (on reels)		//////////////////////////////////////	
6. MICROFORM RECORDS	Reels NUMBER (16mm	NUMBER (35mm)	16mm÷84 = //	
	Aperture Cards	(1/1///////////////////////////////////	/// 35mm ÷ 54 = /// / ÷ 6 =	
	Microfiche			·
	<u> </u>		1" ÷ 6 =	. /
7. TOTAL VOLUME ON HA	AND (1 through 6)			210.
8. VOLUME OF RECORDS	REPORTED ON HAND LAST F	ISCAL YEAR		196.
9. DIFFERENCE BETWEE	N ITEMS 7 AND 8 ABOVE		INCREASE DECREASE	14.
1				

FORM 12-81 3581 OBSOLETE PREVIOUS

SIGNATURE OF RECORDS OFFICER

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INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	l linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet
	•

] "= .]	2"=.2	3"-4"=.3	5"4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.		
TO: OIS/RECORDS 1236 AMES BU		BRANCH		FROM: DCI/F	(Directorate and Office PUBLIC AFFAIRS OFFICE	
1. OFFICE FILES: Corresp	oondence, Co	ises, Etc.			LINEAR FEET 3281	CUBIC FEET 3281
		ards, Others. e microforms.			(1251)	3
	Maps, Photo Movie Film,	graphs, Charts, Etc.			70'	70'
4. REFERENCE MATERIAL	Library b Manuals,	ooks, Catalogs, Etc.			66'	66'
5. MAGNETIC RECORDS	Computer	Tapes	NU	MBER	//////////////////////////////////////	
	Audio Tap	es	38	38 .	//////////////////////////////////////	19 '
	Video Tap	es ,			//////////////////////////////////////	
	Disc Pack	s	A		//////////////////////////////////////	<u> L</u> i
	Word Proc Magnetic	essing Tapes			//////////////////////////////////////	
	Word Proc Magnetic		/////	///////// /////////	÷ 6 =	
	Magnetic E	iskettes 5¼''	111		÷ 5 =	
	Magnetic [iskettes 8''	////	//////////////////////////////////////	÷ 2 =	. :
	Paper Tape	es (on reels)			//////////////////////////////////////	
6. MICROFORM RECORDS	Reels	NUMBER (16mm)	NUME	3ER (35mm)	/ 16mm ÷ 84 = ///	
	Aperture C	ards	//// ////		÷ 6 =	
	Microfiche	-			÷ 6 =	
7. TOTAL VOLUME ON HAND (1 through 6)						486 488
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					394	
9. DIFFERENCE BETWEEN	9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE DECREASE					92
10. VOLUME DESTROYED	WITHIN OF	FICES DURING CURREI	NT FISCAL	YEAR		

FORM 12-81 3581 OBSOLETE PREVIOUS

SIBIRATORY OF RECORY) OFFICEIN

10/13/83 DATE

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	l linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

]"=.]	2"=.2	3"-4"=.3	5"4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0



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INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	l linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

1"=.1	2"=.2	3"-4"=.3	5"4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
T0:			FROM:	(Directorate and Office)	
OIS/Records	Systems Branch	•	DCI/Of:	fice of Comptroller	
1. OFFICE FILES: Corres	oondence, Cases, Etc.			LINEAR FEET	CUBIC FEET 287.51
2. C D-5/22 / 1225.	lexes, Tab Cards, Others. NOT include microforms.				37.57
3. ODD-SIZE MATERIAL:	Maps, Photographs, Charts, Movie Film, Etc.				
4. REFERENCE MATERIAL	Library books, Catalogs, : Manuals, Etc.				
5. MAGNETIC RECORDS	Computer Tapes	NU	MBER	//////////////////////////////////////	
	Audio Tapes			//////////////////////////////////////	
	Video Tapes			//////////////////////////////////////	
	Disc Packs			//////////////////////////////////////	
	Word Processing Magnetic Tapes			//////////////////////////////////////	
	Word Processing Magnetic Cards	///// /////	//////////////////////////////////////	÷ 6 =	
	Magnetic Diskettes 51/4''	////	/////// ///////	÷ 5 =	· ·
	Magnetic Diśkettes 8''	1111	//////////////////////////////////////	÷ 2 =	
	Paper Tapes (on reels)			//////////////////////////////////////	
6. MICROFORM RECORDS	Reels NUMBER (16mm)	NUMB	ER (35mm)	// 16mm ÷ 84 = /// // 35mm ÷ 54 = ///	1.83
	Aperture Cards			÷ 6 =	
	Microfiche	////	/	÷ 6 =	
7. TOTAL VOLUME ON HA	326.91				
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					271.50
9. DIFFERENCE BETWEEN	55.41				
10. VOLUME DESTROYED	WITHIN OFFICES DURING CURREN	NT FISCAL	YEAR		30.00

FORM 12-81 3581 OBSOLETE PREVIOUS





INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EGNALS ONE CORIC FOOL
Letter and legal files	l linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

1"=.1	2"=.2	3"-4"=.3	5"4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING ANNUAL REPORT OF RECORDS HOLDINGS THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM. T0: Intelligence Community Staff/DCI FROM: Chief, Records System Branch, RMD/OIS Attn: RMO/ICS LINEAR FEET CUBIC FEET 1. OFFICE FILES: Correspondence, Cases, Etc. 1475 ⁷1475 2. CARD-SIZE FILES: Indexes, Tab Cards, Others. 18.5 DO NOT include microforms. 3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc. 199. 4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc. 554. 5. MAGNETIC NUMBER Computer Tapes RECORDS **Audio Tapes** Video Tapes Disc Packs Word Processing Magnetic Tapes Word Processing Magnetic Cards .75 Magnetic Diskettes 5½'' 5 = Magnetic Diskettes 8" 47.6 Paper Tapes (on reels) 6. MICROFORM NUMBER (16mm) NUMBER (35mm) Reels **RECORDS Aperture Cards** Microfiche 12 2. 2296.85 7. TOTAL VOLUME ON HAND (1 through 6) 8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR 2122.5 INCREASE 174.35 9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE **DECREASE** 10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR 25.

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Od 7,1983

FORM 12-81 3581 OBSOLETE PREVIOUS

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	l linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

]·"=,]	2"=.2	3"-4"=.3	5"4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME THE CONVERSIONS FURNIS AND BACK OF THIS FORM.		i	
TO: RECORDS SYSTEM BRANCH 1236 Ames Bldg.				FROM: DCI	(Directorate and Office)	
1. OFFICE FILES: Corresp	oondence, Co	ases, Etc.			LINEAR FEET	CUBIC FEET 251.6	
		ards, Others. e microforms.				71.0	
3. ODD-SIZE MATERIAL:	Maps, Photo Movie Film,	graphs, Charts, Etc.					
4. REFERENCE MATERIAL	Library b	ooks, Catalogs, Etc.		1		133.1	
5. MAGNETIC RECORDS	Computer	Tapes	NU	MBER	//////////////////////////////////////		
	Audio Tap	es			//////////////////////////////////////		
	Video Tar	es .	-		//////////////////////////////////////		
	Disc Pack	:s			//////////////////////////////////////		
	Word Proc Magnetic	essing Tapes			//////////////////////////////////////		
·	Word Proc Magnetic	essing Cards	/////	///////// /////////	÷ 6 =		
·	Magnetic E	iskettes 5¼''	////	/////// ///////	÷ 5 =	in the second second	
	Magnetic E	Piskettes 8''	1111	//////////////////////////////////////	÷ 2 =	: • • • • • • • • • • • • • • • • • • •	
	Paper Tape	s (on reels)		-	//// ÷ 72 = ///		
6. MICROFORM RECORDS	Reels	NUMBER (16mm)	NUME	BER (35mm)	// 16mm ÷ 84 = // // 35mm ÷ 54 = //		
	Aperture C	ards			÷ 6 =	,	
	Microfiche		////		÷ 6 =		
7. TOTAL VOLUME ON HAND (1 through 6)						455.7	,-
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR						370.4	
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE DECREASE						85.3	
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR						6.0	

FORM 12-81 3581 OBSOLETE PREVIOUS

SIGNATURE OF RECORDS OFFICER

26Sep83

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

•	EQUALS ONE CUBIC FOOT
Letter and legal files	l linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

] "= .]	2"=.2	3"-4"=.3	5"4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

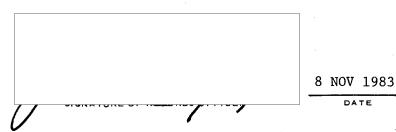
ANNUAL REPORT OF RECORDS HOLDINGS					THE CONVE	NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.		
TO:				FROM:		orate and Office)		
				,	DDA			
1. OFFICE FILES: Corr	espondence, Co	ises, Etc.			T	R FEET	CUBIC FEET	
	Indexes, Tab C DO NOT include						34,137.35	
3. ODD-SIZE MATERIAL	. Maps, Photo	graphs, Charts,		c	· ·		635.14	
4. REFERENCE MATER		ooks, Catalogs,	· · · · · · · · · · · · · · · · · · ·		:		800.50	
5. MAGNETIC	Manuals,	Etc.	T				18,347.52	
RECORDS	Computer	Tapes	72,05	imber 3	//////	/////// 7 = ////	10,292.30	
W.	Audio Tap	es			//////	/////////		
	Video Tap	ies	27,60	<u>.</u>	/////	//////////////////////////////////////	1,380.00	
,		Video Tapes		5	1///	7 =	873.44	
	Disc Pack		800		/// ÷	2 = / / / /	401.50	
	Word Proc Magnetic	essing Tapes 	4,55	1	/////÷	/////// 72 =////	63.22	
	Word Processing Magnetic Cards		1////	////////	00.1	÷ 6 =		
	Magnetic E	Diskettes 5¼''	1///		92.1	÷ 5 =	15.35	
	Magnetic L	Diskettes 8''	1///	7/////	505.04	÷ 2 =	11.20	
	<u> </u>		1///	///////	///////	- 2 =	252.52	
	Paper Tap	es (on reels)			////÷ '7	12 = ////	0	
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 5,712	212	BER (35mm) 6	16mm ÷ 8	· · · · · · · · · · · · · · · · · · ·	70.63 39.00	
	Aperture (11/1	/////	// 35mm ÷ 5	÷ 6 =		
	Microfiche		\///	//////	66		11.00	
			1///	<u> </u>	/ 606.6	6 ÷ 6 =	101.11	
7. TOTAL VOLUME ON	I HAND (1 throu	gh 6)				*	(7 /01 70	
	· · · · · · · · · · · · · · · · · · ·						67,431.78	
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					60,025.02			
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE DECREASE						7,406.76		
10. VOLUME DESTROY	ED WITHIN OF	FICES DURING CURRE	ENT FISCA	LYEAR			6,073.55	

FORM 12-81 3581 OBSOLETE PREVIOUS

SIGNATURE OF RECORDS OFFICER

1/21/83 DATE

ANNUAL REPORT OF RECORDS HOLDINGS					NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.		
TO:					(Directorate and Office)	and Office)	
OIS/RMD/F	RSB	· ·			DDA/OT&E		
1. OFFICE FILES: Cor	CUBIC FEET 3018.60						
2. CARD-SIZE FILES:	Indexes, Tab C DO NOT include					147.39	
3. ODD-SIZE MATERIAL	Maps, Photog Movie Film,	graphs, Charts, Etc.				286.00	
4. REFERENCE MATER	RIAL: Library be	ooks, Catalogs, Etc.				6951.32	
5. MAGNETIC RECORDS	Computer	Tapes	NU	IMBER	//////////////////////////////////////	7.30	
	Audio Tap	es	11	799	//////////////////////////////////////	589.95	
	Video Tap	es	2	691	//////////////////////////////////////	384.45	
	Disc Pack	s		13	//////////////////////////////////////	6.50	
	Word Proce Magnetic	Word Processing Magnetic Tapes Word Processing Magnetic Cards Magnetic Diskettes 5½" Magnetic Diskettes 8"		248	//////////////////////////////////////	59.00	
					÷ 6 =	1.12	
	Magnetic D			///////	· 5 =	1.20	
	Magnetic D			////// ///////	÷ 2 =	13.02	
	Paper Tape	es (on reels)			//////////////////////////////////////	Ó	
6. MICROFORM RECORDS	Reels	NUMBER (16mm)	NUM	BER (35mm)	/ 16mm ÷ 84 = //	.80	
	Aperture C	ards	////	/////	// 35mm ÷ 34 = //// /	0	
	Microfiche		///		÷ 6 =	6.83	
7. TOTAL VOLUME ON	I HAND (1 throu	gh 6)				11,473.48	
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					8,602.95		
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE DECREASE						2,870.53	
10. VOLUME DESTROY	ED WITHIN OF	FICES DURING CURRE	NT FISCA	_ YEAR		461.55	



INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

Tag.	EQUALS ONE CUBIC FOOT		
Letter and legal files	l linear foot		
Map Cabinet	1/2 drawer		
3 x 5 Cards	10 linear feet		
4 x 6 Cards	6 linear feet		
5 x 8 Cards	4 linear feet		

12

20,01

] "= .]	2"=.2	3"-4"=.3	5"4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0